

**Minutes
Special Meeting
Board of Public Works
Monday, July 16, 2018 at 7:00 PM
Public Works Garage**

Members Present: Al Bruno, Bill Stowe, Annmarie Drugonis, Rich Demko

Members Absent: Sean Walsh

Others Present: Tony DePrimo, Jordan Addis, Frank Gabinelli

Item #1: Call Meeting to Order

The meeting was called to order at 7:10pm.

Item #2: Pledge of Allegiance

All stood and recited the pledge of allegiance.

Item #3: Public Comment

No public comment

Item #4: Approve Minutes

Rich Demko made a motion to approve the June minutes.

Second: Al Bruno

Approved 4-0

Item #5: Seasonal Employees Update-take out next month

Mr. DePrimo said that all the seasonal employees have been working out well, there have been no issues.

Item #6: Discussion on Summer help-take out next month

Mr. DePrimo has been evaluating if they need summer help. By the end of the season the department will be needing two new laborers full time. There was a discussion on whether the board feels they need to interview employees for hire. The board members expressed that they would like the public works department to continue conducting interviews themselves. Annmarie Drugonis expressed that the role of the board is to help and advise, and that Mr. DePrimo is the one who makes decisions, as the department head.

Item #7: Discussion on parks and schools

Mr. DePrimo said that there are no issues with the parks. The department will be doing some regular maintenance on the turf field.

Item #8: Transfers

No transfers.

Item #9: Financial Update

The department had to replace the transmission in one of their trucks, which was a big expense. Mr. DePrimo is waiting on approval of a bid for a new sidearm. The department has approval to purchase two pothole machines. The tub grinder is eventually going to be fixed and sold, but the department hasn't yet looked at how much it is going to cost to fix. The sidearm the department had rented was used to cover most of the main roads. There was a discussion on what to do about the overpass near Allen's Plumbing that is covered in graffiti. This is the responsibility of the state to maintain but nothing has been done.

Item #10: Vehicle Update

The new truck is great, and the department has the commitment letter. This truck will strengthen the fleet for winter. Mr. DePrimo expressed that the department needs a new mason dump truck.

Item #11: Transfer Station Update

The brush pile at the transfer station was taken care of. Annmarie Drugonis said she received a complaint about garbage trucks leaving trash along the side of the road. This trash flies off the truck as its driving. There have been other complaints about this recently as well.

Item #12: Work Update

For the month of June to maintain the parks employees worked a total of 88 driver hours, 235 labor hours, 66 seasonal hours, and 409 man hours. This included fixing the cracks in the basketball court at Gary Park, as well as replacing the poles and hoops. Banners were put up on the soccer field. The department received some complaints about the swingsets at French parks. People were saying there were not enough woodchips on the ground as well.

For maintaining the schools for the month of June employees worked a total of 62 seasonal hours and 33 labor hours at the middle school. 69 seasonal hours and 5 labor hours were worked at the high school. 13 seasonal hours and 4 labor hours were worked at Bungay. 56 seasonal hours and 9 labor hours were worked at Chatfield-Lopresti.

For the month of June 5 tons of trash were picked up. This took 64 driver hours and 16 labor hours.

132 lanes were swept during the month of June, which took 129 heavy equipment hours.

Tree trimming for the month of June produced 3 tons of wood chips, and took 48 heavy equipment hours and 48 driver hours. Some of the areas trimming was done includes Skokorat Street, Washington Avenue, Francis Drive, and the library.

409 potholes were repaired in June using 7.5 tons of asphalt. This took 48 heavy equipment hours and 16 driver hours.

6.5 tons of bulk items were picked up in June. There were 43 stops made total. This took 16 heavy equipment hours and 64 driver hours.

Road construction and screening topsoil took 24 heavy equipment hours.

Installing gates at transfer station was 8 heavy equipment hours and 8 driver hours.

Removal of rocks at community center took 8 hours. The department will be building a walking path around the community center.

For the month of June 340 lbs of litter were recovered, which took 24 driver hours.

Item #13: Director's report

Storm drains and catch basins are in the process of being cleaned. For the Monday routes, 430 catch basins were cleaned. 444 basins were cleaned for the Tuesday routes. The department is currently working on cleaning catch basins for the Wednesday routes. Mr. DePrimo plans on building a report for all the catch basins cleaned on each route when they are all done.

Item #14: Discussion on 5-year Capital Plan

No discussion

Item #15: Other Business

No other business

Item #15: Public Comment

No public comment

Item #16: Adjournment

Al Bruno made a motion to adjourn at 7:58pm.

Second: Rich Demko

Approved 4-0